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Personnel

ACADEMIC RANK

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Supersedes AUI 36-2314, 23 April 1997
OPR: HQ AU/CFF (Lt Col James E. Briggs)

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This instruction establishes procedures for granting academic rank at Air University (AU). It applies to all AU organizations with exception of the Air Force Institute of Technology (AFIT).

SUMMARY OF REVISION

This revision incorporates changes to reflect AU reorganization.

1. Purpose. To provide an academic rank plan to recognize AU faculty members whose qualifications are consistent with those in AFI 36-804/AUS1, *Civilian Faculty Pay Plan for Air University and the USAF Academy*, but who are not covered by the Faculty Pay Plan.

2. Policy.

2.1. Academic rank may be granted to civilian and military personnel who qualify under the provisions of this instruction and are not covered in AFI 36-804. The excellence in scholarship needed for academic rank requires review of a candidate's qualifications. Minimum criteria for attaining academic rank are in paragraphs 3 and 4; they do not imply automatic appointment. Academic rank appointments are recommended by the AU Council on Academic Rank and approved by the AU Commander.

2.2. AU academic titles supplement but do not replace official duty titles. All related civil service procedures remain unaffected by AU academic rank titles including retirement, civil service status, and civil service titles.

2.3. **The AU Council on Academic Rank.** The council consists of the Chief Academic Officer (AU/CF) and at least five people who hold the rank equal to or greater than that for which the nominee is being considered. Civilian Council members may be drawn from either the Faculty Pay Plan personnel or GS/GM ranks.

2.4. Academic rank is not conferred on the basis of position, but rather on an individual's qualifications.

2.5. Academic titles that may be granted are listed below. Each title indicates both academic rank and current specialty. Academic titles, in order of rank (highest to lowest) are: Professor, Associate Professor, Assistant Professor, and Instructor in (name of field).

2.6. Special Appointments (Emeritus, Lecturer, and Adjunct Appointments):

2.6.1. Commandants may, with Chief Academic Officer (AU/CF) coordination and the Air University Commander's (AU/CC) concurrence, confer an honorary title consisting of the highest academic rank held followed by the word *emeritus* upon retiring civilian members of the faculty when the member has given distinguished and outstanding service to AU and the recommending organization of affiliation.

2.6.2. Visiting faculty must fulfill the same general requirements for academic rank as permanent personnel. Their titles are preceded by the word *visiting*. Those on leave from other educational institutions receive rank consistent with the home institution; for example, an Assistant Professor is titled as Visiting Assistant Professor.

2.6.3. Visiting faculty who qualify may be designated by the AU Council on Academic Rank as Distinguished Visiting Professors.

2.6.4. The academic titles of Adjunct Lecturer, Assistant Professor, Associate Professor, or Professor of (name of field) are granted to those qualifying during temporary appointments. Criteria for such appointments are comparable to those for regular rank.

2.7. Initial appointments are granted in the rank for which the nominee qualifies. New faculty members do not automatically receive rank held in other educational institutions. Individuals must serve at least three years at an appointed rank before promotion to the next higher level. **EXCEPTION:** Individuals may be promoted from Instructor to Assistant Professor as soon as they meet the qualifications for the higher rank.

2.8. Academic titles previously granted are not withdrawn or changed by this instruction.

2.9. Certificates are issued by AU/CC to nominees awarded Professor and Professor Emeritus ranks only. For other ranks, AU/CF prepares letters of appointment, which are signed by the AU Commander.

3. Guidelines for Academic Rank.

3.1. **Instructor.** A relevant master's degree, interest in and potential for teaching, research, consultation, and other scholarly and professional activities.

3.2. **Assistant Professor.** A relevant doctoral degree or equivalent with definite promise of growth and development in teaching, research, and other scholarly and professional activities.

3.3. **Associate Professor.** A relevant doctoral degree or equivalent and experience in an appropriate discipline; evidence of excellence in teaching, research, service, and professional activities including publication in appropriately recognized professional journals, books, or

monographs (course syllabi, study guides, newspaper editorials, handouts, etc., do not meet this requirement); and normally, no less than 5 years of significant professional experience, including a minimum of 3 years of full-time university-level teaching at the rank of Assistant Professor or higher. Time-in-grade or academic rank alone do not suffice for promotion to Associate Professor.

3.4. **Professor.** A relevant doctoral degree or equivalent and experience in an appropriate discipline; evidence of maturity as a scholar; an established outstanding reputation in an academic discipline demonstrated through broad recognition of research and service accomplishments, including publications in appropriately recognized professional journals, books, or monographs (course syllabi, study guides, newspaper editorials, handouts, etc., do not meet this requirement); and at least 10 full years of applicable professional experience, including normally no less than 10 years of full-time university-level teaching with a minimum of 3 years at the rank of Associate Professor or higher. Time-in-grade or academic rank alone does not suffice for promotion to Professor. Promotion to Professor implies national or international recognition and significant contributions as a demonstrated leader in carrying out the AU mission.

4. Nomination Procedures.

4.1. The commander, commandant, or Director of any AU organization may nominate eligible individuals for rank.

4.2. The AU Council on Academic Rank reviews all nominations and makes recommendations to the AU Commander. The council convenes as required, at the call of the AU/CF.

4.3. Organizations submit a letter of nomination for appointments or rank to the AU/CF with the following information:

4.3.1. Name and military or civilian grade of nominee

4.3.2. Academic title (rank and specialty) recommended

4.3.3. Present academic title and effective date

4.3.4. Beginning date of academic duty with AU organization

4.3.5. Academic resume

4.3.6. The certifying statement: "(Name) meets the requirements for appointment to the *academic rank of* (recommended rank) in accordance with the provisions of AUI 36-2314, (date)."

4.4. Submit nominations at least 60 days in advance of the projected presentation date. The elective date of appointment is the day on which the person qualifies for the recommended rank.

4.5. Submit recommendations for emeritus appointments to AU/CF at least 60 days before the retirement date with full justification for the appointment.

4.6. Letters are issued by AU/CF for appointments or promotions in academic rank and are signed by the AU/CC.

4.7. Notify AU/CF of any change of position, separation, or retirement which affects records pertaining to academic rank. The administrative office of each organization with individuals holding academic rank keeps records of their appointments.

4.8. If a nomination is not approved, the reasons are communicated by the council to the commander of the nominated individual.

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